POLICY P505.1
ADDRESS SPECIFICATIONS

Effective Date: November 7, 2005
*Revision Date: July 12, 2007

PURPOSE

In order to provide consistency, this policy provides guidance when a customer inquires about the minimum size numerals/letters required to be posted on commercial buildings, open storage yards and new construction sites.

GENERAL

For all property uses, address numbers and unit identification shall be Arabic numerals or alphabet letters and shall be in a color that contrasts with the background.

POLICY

1.   A commercial business being conducted in a single-family dwelling shall require minimum 4" high numerals with minimum 1/2-inch brush stroke.

2.   A building that is located less than 75 feet from a public right-of-way (the street on which the property is addressed) shall post minimum 12" numerals having a minimum 2" brush stroke.

3.   A building that is located 75 feet to 200 feet from a public right-of-way (the street on which the property is addressed) shall post minimum 16" numerals having a minimum 3" brush stroke.

     Example: 13333 W. McDowell. If the distance from the public right-of-way (W. McDowell) to the building is 200 feet or less, 16" numerals with 3" brush stroke shall be required.

4.   A building that is located more than 200 feet from a public right-of-way (the street on which the property is addressed) shall post 24" numerals having a 4" brush stroke.

     Example: 13333 W. McDowell. When the distance from the public right-of-way (W. McDowell) to the building exceeds 200 feet, 24" numerals with 4" brush stroke shall be required.

*5.   Unit or suite numerals and/or letters shall be required on the rear door of multi-tenant buildings to be immediately visible. Letters or numerals shall be a minimum of 4" in height in a color contrasting to the door.

EXPLANATION

Policy P505.1 is intended to (1) provide consistent guidance for customers who inquire about the size of addresses to be posted on a building and (2) addresses unit identification on the rear door of strip mall occupancies.